

# Department of Correction

## Supplier Diversity Plan

Executive Order 49, signed by Governor John Carney requires each agency to designate a Supplier Diversity Liaison ("SDL") and submit an agency Supplier Diversity Plan. The Delaware Department of Correction ("DDOC") is committed to using best practices and guidelines to support supplier diversity.

### I. Designated SDL:

#### Primary

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#### Alternate

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### II. SDL duties shall include:

- a. Assist the Director of the Office of Supplier Diversity ("OSD") and the Governor's Supplier Diversity Council ("Council") in their efforts to maximize supplier diversity among State agencies.
- b. Direct and coordinate supplier diversity initiatives within their respective agency, including but not limited to discussing best practices and educating staff.
- c. Assist in the development and implementation of their agency's Supplier Diversity Plan which outlines best practices and objectives for agency-specific interests. Plans shall be submitted to OSD for review and approval no later than September 30th of each calendar year. Approved supplier diversity plans shall be filed annually with the Governor no later than December 30th of each calendar year.
- d. Incorporate the entire supplier diversity community of businesses into the agency Supplier Diversity Plans.
- e. Prepare reports for the OSD and the Council when necessary.
- f. Undertake such additional tasks relating to Executive Order 49 as directed by the OSD, which may include periodic meetings at the discretion of the OSD.

### III. DDOC Supplier Diversity Plan

- a. As defined in Executive Order 49, a "Diverse business enterprise" means a for-profit business which is at least fifty-one percent owned and at least fifty-one percent controlled by a minority, woman, veteran (including those who have served in the United States military and have been honorably discharged and those who served or continue to serve in the National Guard), service-disabled veteran, or Individual with a Disability as certified by the Office of Supplier Diversity ("OSD") in the Department of State's Division of Small Business or the Disadvantaged Business Enterprise ("DBE") Program in the Delaware Department of Transportation. A "Small business

enterprise” means business enterprises that meet the eligibility requirements of the Small Business Focus certification process as set forth by OSD.

- b. Provide information to all vendors, including diverse businesses, on how to register for formal contracting opportunity notifications and search for open solicitations at <http://bids.delaware.gov>.
- c. Educate DDOC budget unit managers on the existence and purpose of the [OSD certified vendors directory](#). This action will ensure that all budget units purchasing goods and/or services have access to the certified diverse businesses and small businesses to document efforts to obtain written quotes.
- d. Encourage DDOC staff involved with purchasing to participate in training classes about State procurement through the Delaware Learning Center.
- e. Include business information and documents related to certified diverse businesses and small businesses on the DDOC’s website.
- f. Encourage DDOC staff to participate in community sponsored events focused on vendors from diverse business and small business communities. These events provide an opportunity for vendors to introduce themselves and their organizations to the DDOC.
- g. Encourage all vendors to utilize certified diverse businesses and small businesses as 2<sup>nd</sup> tier subcontractors, when 2<sup>nd</sup> tier subcontractors are necessary. The DDOC will include as part of contract boilerplate language a reminder to all vendors of the opportunity to engage potential services through the OSD certified vendor list.
- h. Request that all vendors receiving funds from the DDOC to provide quarterly reports of expenditures to 2<sup>nd</sup> tier subcontractors that are certified diverse businesses and small businesses.
- i. Encourage all applicable vendors to become certified through OSD, to ensure accurate accounting of expenditures to certified diverse businesses and small businesses. The DDOC will continuously work with vendors and OSD to have new eligible vendors certified.

## APPROVALS

### DEPARTMENT OF CORRECTION

  
(Signature)

Commissioner  
(Title)

11/3/21  
(Date)

### OFFICE OF SUPPLIER DIVERSITY

  
(Signature)

Director  
(Title)

11/4/21  
(Date)